

Sample Cover Letter

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May 1, 2012

Mr. Adam West
Jiffy Lube
555 Highway 12
OKC, OK 73114

Dear Mr. West:

I am interested in the lube technician position currently open at Jiffy Lube. I have automotive experience from two semesters in the Automotive Tech program at Thomas Jefferson High School and Francis Tuttle Technology Center. I recently met your shift supervisor, Terry Shaw, and he mentioned you had several openings. I have been working on cars at home with my father since I was a small child.

Working at Jiffy Lube fits with my personal goals of working in the field of automotives and in a small business that will allow me to learn from others and provide quality customer service. Your company has a great reputation and well-known brand. My excellent customer service and money handling skills will be beneficial to me at Jiffy Lube. My past experience volunteering for the Salvation Army allowed me to work in both sales and customer service roles, assisting customers on the floor and working as a cashier. I believe that my customer service skills, partnered with my automotive experience, would make me an asset to your company. I have included a copy of my resume as wells as my Career Ready Certification indicating I have earned a Silver status.

I am very interested in an opportunity to meet with you and interview for available openings. I can be reached at (405) 555-1212 or at jblack@cox.net to arrange a meeting or provide additional information. I look forward to hearing from you soon. Thank you for your consideration.

Sincerely,

John Black

John Black

Enclosures: Career Ready Certificate and Resume